

STATE SURPLUS PROPERTY BID SHEET and AFFIDAVIT



State of Indiana
Department of Administration
State Surplus Property
Phone 317/234-3685

Sale/Lease Number

Bid Must Be Received By (Date)

Time

2:00PM

Instructions for Bidding

1. Using the Sale Notice, complete on the BACK: Lot Number, Description, Commission Number, Identification Number and Bid Amount. Each item must be bid on separately and separate checks/money orders must be submitted. Refer to the Sale Notice for the percentage of the bid required (if any indicated).

2. For Indiana Governmental Bidders:

- A] Complete all sections under LOCAL UNITS OF GOVERNMENT in the lower left side below.
B] Written authorization must be enclosed with your bid as follows:

LOCAL UNIT

County
Township
City
Town
School Corp.

CHIEF EXECUTIVE OFFICER

County Commissioner
Township Trustee
Mayor
Town Board President
Superintendent

APPROPRIATING BODY

County Council
Advisory Board
City Council
Town Board
School Board

- C] Local Units of Government may enclose a claim voucher or local unit of government check, or submit payment within 30 days.
D] Enclose in an envelope the completed Bid Sheet, Authorization letter, claim voucher and/or local unit of government check for each item you bid on. Print clearly on the envelope the sale number and bid due date. Mail to State Surplus, 601 W. McCarty St., Suite 100, Indianapolis, IN 46225.

3. For Public Bidders:

- A] Complete all sections under PUBLIC BIDDER in the lower right side below.
B] Attach a separate certified check, cashier's check or money order for each item you bid on. The check/money order must be made payable to the State of Indiana.
C] Enclose the completed Bid Sheet and check or money order in an envelope. Print clearly on envelope the sale number and bid due date. Mail to State Surplus, 601 W. McCarty Street, Indianapolis, IN 46225.

PLEASE TYPE OR PRINT NEATLY (if we cannot read your writing, your bid will not be considered)

LOCAL UNIT OF GOVERNMENT	PUBLIC BIDDER
Attached or enclosed is: <input type="checkbox"/> Written approval to purchase from Appropriating Body <input type="checkbox"/> Written approval to bid from Chief Executive Officer	Attached or enclosed is: <input type="checkbox"/> Performance Bond <input type="checkbox"/> Certified Check <input type="checkbox"/> Cashier's Check <input type="checkbox"/> Money Order <input type="checkbox"/> 100% of the Bid <input type="checkbox"/> _____ % of the Bid amounting to: \$ _____ Refer to the Sale Notice for the percentage of the bid required.
Name of Local Government Unit:	Name of Public Bidder (Company, Corporation, Person, etc.):
Street Address: City:	Street Address: City:
State: Zip Code: Phone Number: Indiana	State: Zip Code: Phone Number:
Name and Title of Agent:	Name and Title of Agent (must be the same as signature below):

Non-Collusion Statement

The undersigned, being duly sworn on oath says that he/she is the contracting party, or that he/she is the representative, agent, member, or officer of the contracting party, that he/she has not, nor has any other member, employee, representative, agent or officer of the firm, company, corporation or partnership represented by him/her, directly or indirectly, entered into or offered to enter into any combination, collusion or agreement to receive or pay, and that he/she has not received or paid any sum of money or other consideration for the execution of this contract other than which appears upon the face of this contract. I swear or affirm that the information I have provided is correct. I understand that making a false statement on this form may constitute the crime of perjury.

The Bidder must sign and date this contract agreeing to the Bid(s) and the Non-Collusion Statement in order for the bid(s) to be valid.

Signature: _____

Date: _____

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Using the Sale Notice, complete Lot Number, Description, Commission Number, Identification Number and Bid Amount. Each item must be bid on separately and a separate check must be enclosed for each item.

PLEASE TYPE OR PRINT NEATLY (if we cannot read your writing, your bid will not be considered)

Lot Number	Description	Commission Number	Identification Number	Bid Amount

The procedures stated on the front must be followed in order for your bid(s) to be considered. Only one person can complete and sign all necessary sections of this document. A determination of awards will be made within ten (10) working days when feasible. All bidders will be notified of the results by mail, only.